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9 February 1970

MEMORANDUM FOR: Director of Training

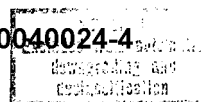
SUBJECT: Weekly Activities Report No. 6
2 - 6 February 1970

1. Mr. Robert Engle, George Washington University, called AIR with a follow-up on his request for classroom space in Rosslyn for an Off-Campus Center in the Fall 1970. He was told that we rent the space from G. S. A. and that we couldn't really give the space but that he would have to check with G. S. A. We also suggested that the Foreign Service Institute might be a facility to be explored. This was a new thought for him although he has been exploring, on an informal basis, other facilities in the Rosslyn area. ✓

Mr. Engle stated nothing would be done until after Spring classes were well under way because their need for additional space is for the fall semester. We suggested that, if G. W. wished to pursue the matter of space in our Rosslyn Building, a letter be sent to the Director of Training outlining their proposal in detail. Mr. Engle will call AIR before taking any additional steps.

2. Since IBM started charging for customer training, requests for this type of training have dropped. Since the first of the year we have received only four -- all from CRS: two for S/360 Assembler Language Coding Workshop (\$100 each), one for S/360 System Control for Programmers (\$330), and one for the S/360/OS Workshop (\$1,500). Strangely, we have received two confirmations directly from IBM for enrollments in the S/360 OS Facilities for Nonprogrammers (\$85). Carleton Murphy, an IBM representative, enrolled the employees (CRS) at the request of the branch concerned. The CRS Training Officer knew nothing of the training until AIR called and questioned the enrollments. We have notified the IBM representative, Bob Davis, our regular contact, and re-emphasized that the Agency has to approve the training before enrollment, and that if a bill should appear for unapproved training, it would be most difficult to certify payment.

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SECRET

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25X1A9a

25X1C4a

25X1A9a

3. Finance has nominated [REDACTED] GS-14, for the DODCI Intermediate Executive Course, 2 - 13 March. Mr. [REDACTED] 25X1A9a
[REDACTED] -- we are checking with CCS. We have two candidates for the Intermediate Course beginning 30 March -- [REDACTED] OL, 25X1A9a
and [REDACTED] DDP/SG.

25X1A9a

4. We have received one nomination for the National Security Agency's Senior Cryptologic Course (23 March - 20 May); [REDACTED] 25X1A9a
[REDACTED]

25X1A9a

5. Second installment on the DODCI Senior Executive Course, 16 - 20 February 1970 (Ref. 29 January Weekly Report). [REDACTED] 25X1A9a

25X1A9a

25X1A9a

[REDACTED] Registrar/DODCI, called this week to inquire about our three slots in the course. In the course of the conversation, he mentioned that many of the Department of Defense nominees have canceled because of budget restrictions, prohibiting travel for those out of the Washington area. He indicated that we could practically have all the spaces we wanted. We telephoned this information to the different Directorates with the following results: DDP/TRO has submitted the names of [REDACTED] CI Staff; [REDACTED] 25X1A9a
[REDACTED] GS-16, RID. ORD will let us know by 6 February if they have a candidate -- D/ORD is very interested in this course; OSR has expressed an interest in participating in the future, but cannot attend 25X1A9a
at this time. O/DDS has a candidate for the March class [REDACTED], but so far has not come up with a candidate for the February running.

25X1A9a

[REDACTED] FI, who had been rescheduled for this running from the January class, will be unable to attend; his Division Chief will be on TDY for the next two weeks. [REDACTED] O/PPB, who 25X1A9a
has been on a stand-by basis for many months, will also be unable to attend in February.

25X1A9a

25X1A9a

O/DDP has tentatively scheduled one person in March, with Mr. [REDACTED] as an alternate if we can get an extra space; and two in April: [REDACTED] GS-16, DDP/OPS; and [REDACTED] 25X1A9a
GS-16, DDP/MPS.

25X1A

6. Five of the six Off-Campus Program classes which met this week at Ames will meet in the Headquarters Building for the remainder of the semester. One class preferred to stay at Ames. A room will be assigned which is readily accessible to badged personnel and will eliminate the need for an extra guard. Two other classes started and will remain at [REDACTED] ✓

SECRET

2 - 6 February 1970

We had two cancellations and no additional registrations this week. Our total is 78 for eight courses but American University has not, so far, made any comments on the less-than-ten average.

7. Nominations for the next National Interdepartmental Seminar have been active during this reporting period. Last week we had four people; as of 5 February we are over our quota with a total of nine: Three from AF; two from OC ([redacted] 25X1A9a [redacted] was deferred again); One each from OS 25X1A9a and OL [redacted]; and two from DDI [redacted] GS-15 25X1A9a from OER, and [redacted]. In addition, Ed Proctor has requested three slots for the DDI for the May running. He wishes to send people from [redacted] DCS, and OER. As a matter of interest, 25X1A9a the OER nominee is [redacted] one of the best I ever got [redacted]

8. In connection with her planned trip to Milwaukee, Wisconsin, with Congressman Steiger (Ref. Weekly Report dated 29 January), [REDACTED] visited AIR on 3 February. She gave us a brief report on her experiences to date as one of our two students in the Fellowship in Congressional Operations. After the first sessions with the American Political Science Association, she has been with Congressman Steiger (Wisconsin) as her first detail. She will be leaving his office in the spring and will be assigned to the Senate. As yet, she has not made a decision as to which senator's office she will opt for. She is highly enthusiastic about the program and is extremely pleased to have drawn the office of Congressman Steiger; he is a strong supporter of this program and has had a "Fellow" assigned each year. [REDACTED] has been involved with very substantive tasks in addition to learning the ropes of "life on the hill." She has drafted speeches on a variety of subjects (Mainly domestic affairs), has prepared press releases, has aided in answering mail from constituents, and will be the only member of the staff to accompany the Congressman on his swing through Wisconsin. Our second student, [REDACTED] is still with Senator Alan Cranston's (California) office and had not made a decision yet as to which Congressman he will be with for his second assignment. [REDACTED] was with the DDS&T/OSP when chosen for this program but the Office of the General Counsel has requested that he serve a tour with them when he finishes.

as a result of a hunting accident. We don't know what this will do to

25X1A6a

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25X1A6a

11. In the last running of the Instructor Training Course (ITC) for the Office of Communications, the closed-circuit TV facilities at [REDACTED] were used to videotape the 50-minute student presentations. Each student received peer evaluations (critique sheets) immediately following his presentation and later Chief, ITB review a portion of the videotape privately with each student. The students kept the tapes for their own playback at a future time. ✓

This is the first time this has been done in the ITC. The excellent results as a teaching tool, as well as the ease of operation and the quality of the videotape, suggest that we continue to use this media in future runnings of the Instructor Training Course. As far as student reaction, there was some initial reticence but after a few moments this all passed away and the students said that once they got involved in the lesson, they weren't aware that they were on camera.

The greatest advantage of the videotape is that it allows the student to see himself and evaluate his own presentation. In the playback sessions it was obvious that they saw for themselves some of the things that had been pointed out in the critiques by their classmates and Chief/ITB.

SECRET

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12. Chief, Instructor Training Branch is going to [REDACTED] from 9 - 13 February to work with the instructional staff on objectives, tasks, and lesson plans, and from 16 - 21 February to observe the instruction as it is presented to the Career Trainees.

25X1A6a

13. At the request of Chief, Support School, [REDACTED] is arranging for him, three members of the Management Faculty and herself to visit the Agricultural Research Service, U.S. Department of Agriculture (USDA) in Hyattsville, Maryland, next week to participate in a demonstration session of USDA's supervision course, which uses the multi-media approach, based on programmed instruction technology. If it is determined that any of the course materials or methods can be used in supervision training given by OTR, Mr. John Gore of the Agricultural Research Service has offered to assist us in obtaining and implementing them.

25X1A9a

25X1A9a

15. In response to a request from [REDACTED] gave the Intelligence School information on four courses on listening:

- A. "Effective Listening" by Xerox (formerly Basic Systems)
- B. "Advanced Effective Listening" by Xerox
- C. "Selective Listening" by Argyle Analearn Associates
- D. "Complete Course in Listening" by Dr. Ralph Nichols of the University of Minnesota; published by Dun and Bradstreet.

25X1A9a

16. [REDACTED] provided bibliographies of programmed instruction and information on a number of courses to train instructional programmers for the January meeting of the National Society for Programmed Instruction. She was at [REDACTED] assisting with the Instructor Training Course and was unable to attend the meeting, so [REDACTED] arranged to get the materials there.

25X1A6a

25X1A9a

17. Nancy has worked through a programmed instruction text, Better Business Letters, published by Addison-Wesley. The instruction is very basic and some of the sections on conciseness, parallelism, etc. are applicable to other types of writing in addition to letters. She has therefore given the text to [REDACTED] Intelligence School, to see whether any portions of the program can be used in the Writing Workshops.

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Approved For Release 2001/07/16 : CIA-RDP78-06363A000100040024-4

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25X1A9a Mr. [REDACTED] of the Vietnam Orientation Faculty regarding plans
for a briefing device consisting of card plaques with lettering and
25X1A9a illustrations for use on a hook and loop board. This device will be
used by [REDACTED] to introduce and explain the course content of the
four week orientation course.

19. In order to make the requested changes in the "Need to Know"
film, it was necessary to re-shoot several inserts. The prints are
due back from PSD Monday. We will concentrate then on getting this
project wrapped up as soon as possible. ✓ *an*

25X1A9a 20. Mr. [REDACTED] on the telephone
and discussed our film unit inventory situation. He indicated no real
urgency in removing it from the present location. [REDACTED] promised 25X1A9a
to survey it within the next couple of weeks. We are certain a great
deal of it can be PTI'd etc.

25X1A9a 21. [REDACTED] will be on TDY until 1 March. Provided he
returns as scheduled, he [REDACTED] will have an 25X1A9a
initial script meeting for "Surveillance" film on Wednesday, 4 March.

25X1A9a

[REDACTED]
Chief
Instructional Support Staff

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Weekly Activities Report No. 6

FROM:

Chief, Instructional Support Staff

EXTENSION

NO.

DATE

9 February 1970

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EA/TR

2.

25X1A9a

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Jim:

Confirming what I mentioned to you, [REDACTED] SB Division, will utilize our video-tape capability to record a defector interview on 26 and 27 February. This confirms a prediction in last week's report. *this ant* [REDACTED]

H
Hugh